



BID INVITATION

GCC Bid No: GCC-FB-26-005

Bid Description: Lease of Multifunction (copying, printing, scanning, & faxing)
Devices for 60 months

**Pre-Bid Conference
Date (Mandatory)**

& Site Visit: 10:00 a.m., Tuesday, February 3, 2026
GCC Student Services & Administration Conference Room, 2nd
floor, (Building 2000, GCC Student Services & Administration
Building)

Bid Submission: 10:00 a.m., Tuesday, February 24, 2026
GCC Materials Management Office, Room 2105
1st Floor, (Building 2000, GCC Student Services & Administration
Building)

Bid Opening Date: 10:15 a.m., Tuesday, February 24, 2026
GCC Student Services & Administration Conference Room,
2nd Floor, (Building 2000, GCC Student Services & Administration
Building)

Place: Guam Community College Student Services & Administration Building

Interested vendors may purchase a bid packet at the Cashier's Office (Room 2119) located in the GCC Student Service & Administration Building, 1st floor, during the hours of 8:00 a.m. to 5:00 p.m., Monday thru Friday (excluding Government of Guam holidays). Upon payment and issuance of a receipt, a bid packet can be picked up from the Materials Management Office, Room 2105 (1st floor). A non-refundable fee of \$25.00 will be charged for each bid packet. A PDF file of the bid packet is available upon request via email.

For additional information, please contact the Materials Management Office at 735-5542 or email: materialsmanagement@guamcc.edu.

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MARY A.Y. OKADA, Ed.D.
President 